

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: PROGRAM ASSISTANT EXPANDED LEARNING (Grade 50)

DEFINITION:

Under general supervision, plans, develops, organizes, and assists in the implementation of the Strengths-Based Leadership Academy (SBLA), an Equitable Access (EA) grant initiative to facilitate student agency at expanded learning 21st CCLC ASSETs sites.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Works with Project Specialist-ASSETs to develop training scope, schedule, procurement of sites for SBLA year-long professional development.

Coordinates SBLA training schedule with independent contractors, district administrators, and site coordinators.

Provides information to teachers, students, other district staff and the public regarding SBLA program objectives and concepts.

Assists with the development of independent contractor scope of work and development of contracts.

Assists in the development of presentations and public relations activities, including Boards of Education, school district and site administration, school superintendents, teachers, students, parents, and community groups with the Project Specialist-ASSETs to increase understanding of the goals of the SBLA program.

Develops opportunities for SBLA youth participants to increase community networks through dedicated mentorship in coordination with the SBLA site coordinator(s).

Works with Project Specialist-ASSETs to develop comprehensive strategic marketing plan to build awareness of the SBLA Program and meets with stakeholders to collaborate on program achievement and goals.

Participates in research/evaluation methods by gathering information, developing reports, and assisting the research/evaluation team.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The organization and operation of expanded learning high school programs; equity issues for underrepresented student populations, including lack of social network, lack of extracurricular opportunities, and development of strengths-based programming to build agency Mentorship of adolescent/late adolescent student populations to promote student agency Effective communication, presentation, and business development strategies Collaborative program development with youth and adults

ABILITY TO:

Communicate effectively, both orally and in writing, with different audiences, including students, school district personnel, school board members, and other departments at the San Diego County Office of Education; develop trust and build relationships with school site coordinators, youth, and youth development contractors; produce clearly written, succinct marketing materials, in coordination with the SDCOE; marketing and communication to promote the SBLA program; innovative, imaginative, and creative in how to develop the SBLA program to achieve transformative learning opportunities for youth; develop and conduct oral presentations to a variety of audiences to generate interest and excitement; work effectively independently and as part of a team with minimum supervision; exercise appropriate judgment in making decisions; organize and prioritize work with limited supervision demonstrate attendance sufficient to complete the duties of the position as required; complete routine tasks thoroughly, accurately and with attention to detail; utilize a computer and associated software for word processing, presentation development, and recordkeeping purposes; meet established goals and deadlines; work a varied schedule, including some evenings

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Valid California Driver's License is required to travel between locations in order to perform assigned duties.

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience equivalent to completion of a bachelor's degree in education, youth development, sociology, psychology, or a closely related field and at least two (2) years of experience working in a high school expanded learning program in a coordinator or teacher/advisor capacity.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office/school setting. Incumbents may be required to work evening hours to accommodate youth, parent, or board meetings throughout San Diego County as needed. Must have reliable transportation if County vehicle is not available.

Established:	Approved by Personnel Commission:	Revised:	FLSA Status:	Salary Grade:
09/19	09/18/2019	N/A	Non-Exempt	Classified Support Grade 50